



PREPAREDNESS OUTREACH COORDINATOR (PROGRAM COORDINATOR I) *Public Health*

The recruitment will remain open until sufficient applications from qualified candidates are received.

THE JOB

This position is responsible for building connections, trusting relationships, identifying effective communication channels with special populations in Clark and Skamania counties, and supporting the information, networking, and planning needs of the special populations to prepare for public health emergencies. The major outcomes of this work with special populations are to: identify key leaders (both formal and informal) and build trusting and supportive relationships; ensure effective methods and communications for getting public health risk and prevention messages to special populations, both in advance and during an event; develop mechanisms that allow for the active surveillance for disease; on a routine and event basis; and ensure that special population needs are represented in public health emergency response. This work is to be coordinated and integrated with the work of public health's outreach team, public health's public information officer, other County departments, emergency management, other local governments, tribal partners, health care and first responder partners, community agencies and organizations, businesses, educational institutions, faith based organizations, regional public health partners, and others as appropriate. This position reports to the Public Health Preparedness and Response Manager.

QUALIFICATIONS

The position requires a bachelor's degree in a health related field, social work, or other related field and at least one year of related experience. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths:

- Excellent people-skills (active listening skills, validation skills, oral communication, empathy).
- Excellent networking and problem solving skills.
- Excellent facilitation skills.
- Strong technical writing and organizational skills.
- The ability to be able to respond to public health emergencies or exercises at any time, except while on scheduled vacation or other leave. In addition, leaves may be cancelled under public health emergencies.
- The ability to protect the privacy and security of protected health information as defined in State and Federal law.
- The ability to adhere to OSHA/WISHA guidelines, including but not limited to timely completion of mandatory trainings.
- A valid driver's license and have access to reliable transportation.

Language skills in Spanish, Russian, and/or sign language is also desired.

Knowledge of: federal, state, and local emergency management agencies; principles of emergency management, planning, ICS, and NIMS; principles and practices of project management, including planning, scheduling, monitoring, and problem solving.

Ability to: work effectively with people of differing perspectives and disciplines in and out of the Department; demonstrate use of good judgment and the knowledge of when to seek additional help; confer with community professionals about issues of public health significance; effectively plan and coordinate with others; carry out policy directives in an effective and timely manner; establish and maintain effective working relationships with staff, the public, policy makers, other governmental jurisdictions, contractors, community agencies and other County staff; prepare effective correspondence and reports; mediate difficult working relationships; effectively use a personal computer, Microsoft Office software, e-mail, electronic scheduling, and internet to accomplish job functions; respectfully and effectively work with diverse populations and individuals; and work in stressful and sensitive situations.

SALARY

The salary range is \$3,803 – \$5,376 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Supplemental Application:** (Pass/Fail) – In addition to the Clark County application, applicants must submit and complete the supplemental application. Please see the attached document entitled Supplemental Application Questions. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population in excess of 403,500, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability, and sexual orientation. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



PREPAREDNESS OUTREACH COORDINATOR

Supplemental Application Questions

Posting #06-10-173

In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

1. Describe your experience in working with and outreaching to special and/or marginalized populations. Be specific as to your role, level of involvement, and activities.

2. Describe any skills you have that would make you effective in working with diverse populations.



proud past, promising future

Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000

Vancouver, WA 98666-5000

PHONE (360) 397-2456 FAX (360) 397-2457

TDD (360) 397-6032

Email: hadmin@clark.wa.gov

www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION

| | | | | |
|---|-------------------|---|---|------------|
| POSITION APPLYING FOR | | POSTING# | Social Security # (Used for processing -Optional) | |
| Last Name | | First Name | Middle Initial | |
| Address | | City | State | Zip + Four |
| Home Phone () | Work Phone () | Cell Phone () | Other () | |
| Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No [] | | Are you legally eligible for employment in the United States? Yes [] No [] | | |
| Will you accept: [] Regular [] Temporary Will you accept: [] Full Time [] Part Time | | Shifts you will accept: [] Day [] Evening [] Night [] Weekend | | |
| Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.) | | | | |
| Date | Charge | Sentence | Remarks | |
| | | | | |
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| | | | | |

EDUCATION

| Name of college, university, vocational school | Major | Full Years Completed | Degree Received Yes / No | | Degree/Title | Credit Hours |
|---|-------|----------------------|-----------------------------|--|--------------|--------------|
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| Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date. | | | | | | |
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CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [] No []

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy

☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

Internet Sites:

☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website

☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee

☐ Other: _____